



BOVINGTON HOLIDAY ADVENTURE CLUB

# Child Protection, Confidentiality and Safeguarding

## Child Protection Policy

The purpose of this Child Protection Policy is to ensure at all times the maximum protection from any kind of harm for all young people involved in any way with B.W.O. For the purposes of this policy B.W.O has defined harm as:

- Abandonment
- Emotional abuse
- Neglect
- Physical abuse
- Racial abuse
- Sexual abuse or sexual exploitation
- Exposure to drug/ alcohol misuse It is very important that you read the full guidelines within the policies and procedures manual. In line with the Children's Act 1989 and given the nature of the services offered by the company, it is likely that you, as an employee or volunteer, may have access to disclosed personal or sensitive information. B.W.O has a nominated Child Protection Officer, Joe Peartree whose role includes to offer advice and guidance to workers in circumstances where they are unsure of the relevant child protection procedures.

Child protection is about ensuring that a child's welfare is always considered. You must report to the nominated officer or a senior member of staff any issue, which might affect a child's welfare immediately. Incidences must be reported within 2 hours of the identified incident.

Child protection and disclosures constitutes any situation where you feel that a child may be at risk of harm, whether that be emotional, physical or sexual, or might be putting others at risk. If in doubt, err on the side of caution and report immediately to a senior member of staff.

### Examples of this might be:

- A client talking about being sexually abused
- A client stating that they want to commit suicide
- A client behaving in an unpredictable way
- A client threatening to run away
- A client talking about being abused at home
- A client talking about committing offences
- A client saying that they are going to attack someone

**This list is not exhaustive.**

### If a child discloses - KEEP CALM!

- Stay calm and reassuring /Find a quiet place to talk to the child (if possible)
- Do not appear shocked at anything you might see or hear
- Listen and believe what the child is saying to you
- Do not press the child for details or ask leading questions
- Tell the child you will need to share the information and not keep it a secret

- Reassure the child that they are not to blame for what has happened
- Do not make any promises to the child
- Say you are glad the child has told you. Let the child know you are aware that it is difficult to talk about these things
- Seek advice as soon as possible by calling a Manager.
- Make a note of the discussion with the child, taking care to record when and where it happened and who was present, as well as what the child said (in their words) and any actions taken. This must be dated and kept confidentially in a safe place by the line manager.

The disclosure or child protection issue will then be assessed by the appropriate officer to determine the nature of the incident and then a decision will be made that will either:

1. No external contact is necessary and advice on how to deal with the issue internally or will contact Social Services, the police, etc.
2. Ask you to explain more or gather more information before they contact the relevant authorities. If a child discloses whilst on a residential, the group leader must be informed immediately. They will guide you as to the next steps. It is their responsibility to inform a Manager as to the situation. It is the group leader's responsibility to inform the commissioning organisation and to work with them to ensure the safety of the child is maintained. If the group leader is not satisfied with the proposed steps from the commissioning organisation, they must consult a Manager immediately.

## Confidentiality Policy

- We operate under a policy of confidentiality; however, under no circumstances will any individual in the employ / volunteer position with SA keep any confidential information that raises concerns about the safety and welfare of a child or young person.
- All staff (employed or volunteer) must be aware that they cannot promise a child that they will keep secrets or information, just between themselves.
- All information gathered through the course of your employment or volunteer placement as you undertake your duties should be considered confidential. No information about service users should be given to a third party without the direct permission of the Service Manager
- All records will be kept locked and information stored on the computer is subject to the Data Protection Act.
- All personal information gained through attending training run by the
- company is confidential to the group it was received in. All business, staff and service user meetings are also considered confidential unless otherwise stated. Confidentiality will not take precedence over Child Protection.

## Safeguarding Policy

### We will provide:

- safe working environment, safe equipment, if required, appropriate risk assessments and safe working practices, the provision of suitable advice, training, and supervision,
- proper maintenance in all work environments, the provision of appropriate policy and emergency procedures.

### Staff Will

- ensure that their work activities do not endanger themselves or put any other person at risk,
- if working alone, provide the lead worker with information of their whereabouts and the time of their intended return home or B.W.O base,
- report any accident or dangerous occurrence to their lead worker,
- follow instructions & control measures arising from the relevant risk assessments,

- work according to any information, instruction and training received from B.W.O
- ensure their own work equipment is maintained,
- ensure that they use personal protection equipment provided.

**When working with young people the key words are “Take reasonable care”. All Staff working on behalf of Bovington Wild Ones have a responsibility to:**

- Take reasonable care of the welfare of the children and young people they are working with.
- Take reasonable care to avoid acts or omissions that might adversely affect the health and safety of themselves and others (e.g. make sure they do what they should or not do what they shouldn't to keep everyone safe).
- Behave in an appropriate manner (i.e. no inappropriate language, no physical violence towards a young person, no quarrelling with a young person).
- Assist with setting up, running and clearing up of the work being delivered.
- Remember you are not the young people's friend. You should always maintain a professional manner when working with them and must not offer personal advice to young people. You are not their friend; you are there to be a positive role model.
- NEVER accept a young person as a friend on any social networking site that you may use.
- Always keep a record of any text or email exchanges with a young person.
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Try not to be on your own with a young person – use public spaces for one-to-one meetings if you are not meeting in a B.W.O office.
- Whilst male youth workers may be more vulnerable to allegations, all staff are at risk so please keep this in mind at all times.
- Always try to avoid discussions about your personal experiences e.g. drugs, alcohol, sex.
- Never speak to the press without permission from the Management Team.

## **DBS Check**

Parental Consent: A Parental Consent Form is required before young people can attend a Forest Schools Programme. When the programme has been organised for a school in school time, it is the responsibility of the school to organise this. These forms provide both contact and medical details.

The Criminal Records Bureau (CRB) acts as a 'one-stop-shop' for organisations, checking police records and, in relevant cases, information held by the Department of Health (DH) and the Department for Children, Schools and Families (DCSF). There are two levels of CRB check currently available; called Standard and Enhanced Disclosures. Standard Disclosure is primarily available to anyone involved in working with children or vulnerable adults, as well as certain other occupations and entry into professions as specified in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. Standard Disclosures show current and spent convictions, cautions, reprimands and warnings held on the Police National Computer. Enhanced Disclosure is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced Disclosures contain the same information as the Standard Disclosure but with the addition of any relevant and proportionate information held by the local police forces.

## **NGB**

The National Governing Bodies cover a wide variety of activities and as outdoor leaders it is prudent to ensure that we are members of any relevant bodies that will not only prove our credentials but will show prospective clients of our pedigree. It is important for tutors, assessors and Internal verifiers to keep up to date with NGB regulations and documentation.

